

Computer Software Programming Services Frequently Asked Questions

Updated: September 2, 2009

1. Is Lotus Notes/ Domino a fixed requirement?

Answer: Yes, Lotus Notes/Domino is a fixed requirement.

2. What is the Software Distribution mechanism you use, for the Notes Client upgrades?

Answer: We currently utilize an intranet that our Counties can you use to download the client along with a step by step power point slide show presentation that walks users through the set up process. We would like for this process to be automated.

3. Do you have a complete Hardware and Domino Application inventory? If so, can you provide?

Answer : We have 2 domino server licenses, 112 client licenses, and 2 domino designer licenses.

4. Are the Servers and Clients ready and capable of running the newest version of Notes/Domino?

Answer: Our servers meet the minimum specifications. Our clients vary, the items that are crucial will have to be developed for use with the Basic Notes client, however we can still develop items for the Standard Client that are not crucial.

5. Are you running Notes Client 5?

Answer: Yes we are running Notes Client Version 5 and Domino Server Version 7.

6. How many servers are there?

Answer: We have two Domino servers and licenses, however we are actually only using one server at this time.

7. What is the Domino Server and network topology, including network/WAN link types and speeds?

Answer: Domino server is running on a Windows server 2003 platform, using TCIP over Ethernet backplane. Port speeds for the servers are Gigabit, workstation 100/1000. Wan link is a T1 to our ISP.

Fee Proposal to be Submitted-FAQ's

8. Is the table found in Section B of the RFP to be completed for the entire project?

Answer: Yes

9. Is the table found in Section B of the RFP to be completed for each line item?

Answer: Yes

10. Concerning the Section B table, should various labor categories be listed under the “Labor:” section in the “Description” column, and totaled in the “Total Staff Charges” line?

Answer: Yes

11. Concerning the Section B table, should labor rates be “fully-loaded” or should fringe benefits, payroll taxes, and overhead be itemized under “Other Charges?”

Answer: Fully Loaded

12. Concerning the Section B table, what is the purpose for the “Sub-Total” column and the “Total” column; would they not be the same?

Answer: Yes, they would be the same.

13. If this is a Fixed Fee project, how will the cost breakdown in Section B table be used in the competition?

Answer: It is a fixed fee for each item that will be judged. The cost breakdown is for information only. Our finance department requests that information.

14. If this is a Fixed Fee project, how will the Hours and Hourly Rate in the Section B table be used in the invoicing?

- a. Will the monthly or quarterly invoicing be based upon hours expended?
- b. Will the monthly or quarterly invoicing be based upon items delivered?

Answer: We will be reimbursing a contractor based upon the completion of each item delivered. For example, if 50% of the item is complete we will be able to reimburse for 50% of the total contract price for that item. The hourly rates and costs breakdown are for our Finance Departments information only.

15. Does the statement regarding a “one year contract” imply that all work is to be completed within one year, regardless of the number of items selected for funding?

Answer: One year will be the outside date of the contract. We would prefer to get the items selected for funding completed as soon as possible.

16. The instructions state that “AEMA shall not be responsible for any expenses of the Respondent. The Respondent must include all expenses, including travel and lodging, in this Fee Proposal.” If the vendor is responsible for all expenses, and these expenses are included in the proposed fee, is it necessary to itemizing them in the Section B table for the Fee Proposal?

Answer: No. It is not necessary to itemize those expenses.